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Self-Service Time and Attendance (SSTA): Punch Timesheets

Reporting Time for Contractors and Retirees with No Work Schedule

Introduction

You are responsible for reporting your hours worked using the SSTA **Timesheet** page. Submit your time daily.

This Job Aid reviews how to...

- Report your time worked and time away from work
- Adjust your submitted time for the current week and the prior pay period, and
- Add comments to your timesheet.

If agency practice differs from what appears in this Job Aid, please contact your agency Human Resources or Payroll department for clarification.

The MassHR Employee Service Center is a helpdesk to assist you with...

- SSTA password resets
- Reporting time in the event you cannot access your computer
- Reporting adjustments more than 15 days in the past

The MassHR Employee Service Center will contact you in the event you report time that is not accurate in your SSTA timesheet.

To report time, begin by logging in to SSTA and navigating to your **Timesheet** page.



Reporting Regular Time

On the **Timesheet** page, locate the **Timesheet** table. By default, it displays the current pay period. The table has columns for **In**, **Meal Out**, **Meal In** and **Out** times, and a row for each day of the week. To report hours worked, for a given weekday, in the various **In** and **Out** columns enter times in the fields. Leave the time reporting code (**TRC**) field blank to indicate regular time.

Step	Action
1	To enter hours worked, in the Timesheet table, locate the row for the desired weekday. Click into the In field. Type a time, such as 9:00AM . Enter times in the Meal Out and Mean In columns. Finish with an Out time.
2	Leave the TRC field blank to report regular time.
4	When finished entering time, click the Submit button to route your timesheet for approval to your supervisor or manager. Note: The Submit Confirmation page displays, indicating that the submission was successful.
5	The Submit Confirmation page displays the Employee Certification message. The message states “ I certify that the information entered is accurate and complete. ” Click the OK button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth. Note: You are returned to your Timesheet page.
6	Review your total reported time for the week. View the total Reported Hours field above the Timesheet table or the Reported Hours summary table farther down the page.



Adjusting Submitted Time, Including Prior Pay Period Adjustments (PPAs)

If needed, you can adjust your previously submitted work hours for the current week and up to 15 days in the past. An adjustment to time that you have already been paid for is a prior pay period adjustment.

[If you need to adjust time beyond 15 days in the past, contact the MassHR Employee Services Center (ESC). If your department does not use the ESC, contact your agency Human Resources or Payroll department for further assistance.]

Step	Action
1	Change the Timesheet table to display the desired past pay period (up to 15 days in the past). Click the Previous Week link as needed.
2	To change regular hours, find the first time field to be changed. Click into the field. As appropriate, delete the existing information and enter new information.
3	Adjust other time fields as needed.
4	When finished adjusting time information, click the Submit button to route your timesheet for approval to your supervisor or manager. Note: The Submit Confirmation page displays, indicating that the submission was successful.
5	The Submit Confirmation page displays the Employee Certification message. The message states “ I certify that the information entered is accurate and complete. ” Click the OK button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth. Note: You are returned to your Timesheet page.
6	Review your total time reported for the week. View the total Reported Hours field above the Timesheet table or the Reported Hours summary table farther down the page.



Adding Comments to Your Timesheet

It may be necessary or helpful to add comments to your timesheet to provide your manager with additional information. The use of comments may vary from agency to agency.

Step	Action
1	To add a comment to your Timesheet table, click the Reported Time Status link.
2	For the row you want to comment on, in the Comments column, click the text bubble. Note: A Comments page appears.
3	Type your comment in the text box. Note: Comments cannot be removed and can be viewed by your supervisor or manager and HR Payroll.
4	When finished entering the comment, click the Save button. A dialog box asks if you are sure you want to save the comment(s) entered. Once the page is saved, the comments cannot be changed.
5	Click OK to save the comment or press Cancel to return to the Comments page without saving. Note: After clicking OK , you are returned to the Timesheet page. For the row you commented on, in the Comments column, the text bubble contains dots.
6	Continue reporting your time as needed.